



Secretariat

ST/IC/1993/23
5 April 1993

INFORMATION CIRCULAR

To: Members of the staff

From: Director of Personnel

Subject: MISSIONS ROSTER*

1. Over the past two years, the Organization has launched a number of peace-keeping missions. While a great many staff members have already responded to this challenge, many more are likely to wish to offer their services in the future.
2. With a view to utilizing the available resources in the most effective manner, the Office of Human Resources Management maintains a roster of staff members who have already indicated their interest in being considered for mission service. As the needs arise, selections of staff members are made from this roster after an evaluation of each person's suitability.
3. Staff members who have never submitted an application for mission service are invited to apply by completing the attached form in its entirety, whereas those who have previously applied are encouraged to indicate their continued interest by using the attached application form for an update only of their newly acquired skills and/or any other changes since their latest application. Unchanged items on the application form should be left blank.
4. In order to ensure a meaningful review and evaluation of the applicants, each application form should be accompanied by a copy of the fact-sheet and the latest performance evaluation report.

* Personnel Manual index No. 1152.

5. Applications should be forwarded to one of the following addresses:

- For Professional staff: Professional Staffing Service
Room S-2500
United Nations
New York, NY 10017
- For General Service and related categories: General Service Staffing Section
Room DC1-200
United Nations
New York, NY 10017

6. This circular supersedes information circular ST/IC/89/54 dated 16 August 1989.

APPLICATION FOR MISSION ASSIGNMENT

1. GENERAL INFORMATION (Please type or print in capitals)

Family Name:	First Name:	Index No:	Sex:	Category/Level:
Functional Title:	Department/Office:	Room No:	UN Telephone No/Ext:	Home Telephone No.:
Organization:	Duty Station:	Date of Birth: (D/M/Y)	Fax No:	
Nationality:	EOD Date (D/M/Y)	Type of Contract:	Expiry Date (D/M/Y):	

2. HAVE YOU SUBMITTED AN APPLICATION PREVIOUSLY?

No [] Yes [] (if yes, please state date and provide only new information below _____)

3. SKILLS

Language	Mother Tongue	LFE	Read	Write	Speak	Understand	Clerical	Typing	Shorthand

WordPerfect [] dBase3+ [] Paradox [] Lotus 123 [] QuattroPro [] Other Computer Languages [] (specify: _____)

Driver's License: Yes [] No []

4. WORK EXPERIENCE: Dates and remarks

AREA	✓	UNITED NATIONS	✓	OTHER
Accounts/Finance/Budget				
Economics				
Electronic Data Processing				
Legal				
Personnel				
Political Affairs/Human Rights				
Pouch/Registry				
Procurement				
Inventory/Supply				
Public Information				
Social/Humanitarian Affairs				
Travel/Shipping				
Other (not mentioned above, specify)				

Missions - List preferences	Previous Mission Assignment(s) : Functional title (s) & date(s)
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5. REMARKS

(For additional space, please use reverse of this form or attach a separate sheet)

APPLICATIONS SHOULD BE FORWARDED TO ONE OF THE FOLLOWING ADDRESSES:

FOR PROFESSIONAL STAFF : PROFESSIONAL STAFFING SERVICE
UNITED NATIONS ROOM S-2500
NEW YORK, N.Y. 10017

FOR GENERAL SERVICE AND RELATED CATEGORIES

GENERAL SERVICE STAFFING SECTION
UNITED NATIONS ROOM DC1-200
NEW YORK, N.Y. 10017

Signature _____

Date _____



Secretariat

ST/IC/1993/24
20 April 1993

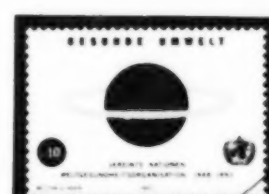
INFORMATION CIRCULAR

To: Members of delegations and staff

From: Director, Office of General Services

Subject: FIRST DAY OF ISSUE: "HEALTHY ENVIRONMENT" STAMPS,
SOUVENIR CARDS, DEFINITIVE STAMPS AND POSTAL
STATIONERY

1. On Friday 7 May the United Nations Postal Administration (UNPA) will issue the third set of stamps for 1993, to commemorate the forty-fifth anniversary of the World Health Organization, on the theme "Healthy Environment". The six stamps, illustrated below, were designed by Milton Glaser, United States of America. They were printed by lithography by Leigh-Mardon Pty. Limited, Australia, and measure 35 mm x 25 mm, perforation to perforation (perforation: 14.85 x 14.4). The vertical sheets each contain 50 stamps.

Denomination: 29 cents
Quantity: 700,000F.s. 0,60
600,000S 6
700,000Denomination: 50 cents
Quantity: 600,000F.s. 1,00
600,000S 10
700,000

(United States equivalents - F.s. 0,60: 44 cents, F.s. 1,00: 73 cents, S 6: 57 cents and S 10: 96 cents - subject to exchange-rate fluctuation.)

SOUVENIR CARDS

2. The forty-third in a series of souvenir cards will also be released on 7 May 1993 to coincide with the "Healthy Environment" issue. The card, designed by Rocco J. Callari, a United Nations staff member, depicts the six new stamps and is the first souvenir card to carry a statement by United Nations Secretary-General Boutros Boutros-Ghali. A quantity of 90,000 cards were printed by Leigh-Mardon Pty. Limited, Australia, by lithography in five colours. They will be available for a period of three months, while supplies last.

NEW DEFINITIVE STAMPS

3. Two definitive stamps will also be issued on 7 May 1993. The stamps, in denominations of 5 cents and S 13, shown below, will be issued to meet current and make-up postage rates.



(a) The 5 cent stamp is an adaption of the design by Salahattin Kanidinc, U.S.A., which was used for the 13 cent postal card issued on 28 April 1982. The stamp has been printed by offset lithography by The House of Questa, United Kingdom, in an initial printing quantity of 1,500,000. The stamp measures 36.92 mm x 24.13 mm, perforation to perforation (perforation: 14). The sheets of 50 stamps will be vertical. The 1979 5 cent will be withdrawn from sale on 7 May.



(b) The design of the 40 cent definitive stamp issued on 22 January 1982 has been adapted for the new S 13 definitive stamp. Marek Kwiatkowski, Poland, is the designer. The stamp has been printed by photogravure in five colours by Helio Courvoisier S.A., Switzerland, in an initial printing quantity of 1,500,000. The stamp measures 25.73 mm x 35.96 mm, perforation to perforation (perforation: 11 1/2 x 11 3/4). The horizontal sheets will contain 50 stamps. (U.S. equivalent - \$1.24 - subject to fluctuating exchange rate.)

NEW POSTAL STATIONERY

4. The United Nations Postal Administration will issue three new postal cards in denominations of F.s. 0,80, S 5 and S 6 on 7 May 1993 to meet revised postal rates.

(United States equivalents - F.s. 0,80: 58 cents, S 5: 47 cents and S 6: 57 cents - subject to fluctuating exchange rates.)

(a) The F.s. 0,80 features preprinted postage based on a photograph of the Palais des Nations. In addition, one other photograph of the Palais appears as an illustration in the upper left hand corner of the card. The photographs are attributable to the United Nations.

(b) The preprinted postage on the S 5 postal card is a modification of the 1985 22 cent definitive stamp designed by Fritz Henry Oerter, Germany. A photo of the Vienna International Centre, taken by Janet Jesch, a United Nations staff member, appears in the upper left hand corner of this card.

(c) The bird's eye view of the Vienna International Centre, used for both the preprinted postage and the upper left hand corner illustration of the S 6 postal card, was taken by the noted aerial photographer, Florian Hausman, Austria.

(d) Initial quantities of 200,000 of the F.s. 0,80 postal card and 450,000 of each of the S 5 and S 6 postal cards have been printed in offset lithography by Leigh-Mardon Pty. Limited, Australia.

(e) On 29 January 1993, the F.s. 0,50 postal card which was issued on 10 May 1985 was withdrawn from sale, as the postage rate was no longer valid for mailing in Switzerland. Remaining stocks of this postal card will be revalued to the new rate of F.s. 0,60 and be placed on sale on 7 May 1993.

5. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Geneva and Vienna first-day covers on the UNPA official first-day cachet ONLY. The new postal stationery, including the revalued F.s. 0,50 P.C., will also be available cancelled. These first-day cancelled items will be available until 6 June 1993.

6. Members of delegations and the staff may obtain the new stamps, souvenir cards, postal stationery and first-day cancellations on Friday, 7 May, at the following locations:

(a) The UNPA sales counter in the concourse of the General Assembly Building: 9 a.m. to 5.30 p.m.;

(b) The counter at the north end of the Secretariat lobby from 9 a.m. to 4 p.m.

7. Staff members are encouraged to use United Nations stamps on their personal mail. By doing so, these miniature messengers of peace can educate unseen thousands of people to the activities and goals of the United Nations.